

# IMPORTANT NNO GUIDELINES:

1. Register locally with Durham Police Department ([http://durhamnc.gov/ich/op/DPD/Pages/nno\\_registration.aspx](http://durhamnc.gov/ich/op/DPD/Pages/nno_registration.aspx)) and register nationally as well (<https://natw.org/>).

## 2. Street Closures REQUIRE Special Events Permit; Necessary for Barricade Service

A Special Events Permits is required to block off, and assemble in, public streets. If you are closing or assembling on a public street and have not already applied for a special events permit, you **MUST** do so promptly. Download the permit form by clicking this link:

[http://durhamnc.gov/ich/op/DPD/Documents NewAPPLICATIONFORSPECIALEVENTSPERMIT.pdf](http://durhamnc.gov/ich/op/DPD/Documents/NewAPPLICATIONFORSPECIALEVENTSPERMIT.pdf)

⇒ **Return the form promptly to:**

Rosemary Kearney, Special Events (Permits) Coordinator

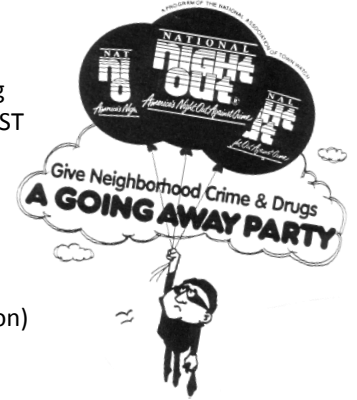
DPD Central District Substation/516 Rigsbee Street /Durham, NC 27701 (Physical Location)

(919) 560-4935, ext. 29405

[Rosemary.Kearney@durhamnc.gov](mailto:Rosemary.Kearney@durhamnc.gov)

⇒ If you checked "barricades" on your DPD NNO Registration Form, the number you requested will be delivered to you (supply permitting) courtesy of the City's Transportation Division and the Impact Team of the City's Neighborhood Improvement Services Department. *[For NNO only the City provides barricade service without requesters having to rent them from an area vendor].*

⇒ No later than mid-July, known barricade requesters will be contacted by the Executive Officer to the Chief of Police, to coordinate barricade delivery and pick-ups close to NNO. Direct barricade questions to [Marianne.Bond@Durhamnc.gov](mailto:Marianne.Bond@Durhamnc.gov) or (919) 560-4322 extension 29202.



**3. NNO Visits by DPD Officers.** As a DPD registered NNO neighborhood your event will be visited by DPD officers during the time you indicated on your DPD registration. So, it is very important to stick close to the schedule noted on your registration. Be mindful that the officer(s) may not be able to stay for the duration of your event, as most will be assigned multiple sites to attend that evening.

**4. Requests for special police presentations and displays must be made directly to the public safety unit or community agency of interest** (not DPD Public Affairs). DPD presentation requests are accepted on a first-come, first-served basis (Please note that requests started as early as April). However, coordinators are encouraged to think broadly about public safety...not just the Durham Police Department. You are encouraged to invite other area law enforcement, public safety agencies, and community groups to be featured guests at your NNO event. After all, the observance is about police-community partnerships!

**5. NNO Promotional Items.** Budget permitting, DPD anticipates providing each registered community a few NNO promotional items (like official NNO t-shirts, ball caps, hand fans and balloons). Stay tuned for more information. To ensure your event has preferred quantities, sizes and variety for your celebration, coordinators can order NNO promotional items from the National Association of Town Watch. You will receive a packet with detailed information on NNO promotional items after you register nationally. You can also view the items online at any time: <https://natw.org/>. Please note that DPD is not responsible for individual neighborhood orders of NNO promotional items.

**6. Inclement Weather Guidelines. Extreme Heat.** Usually, it is extremely hot on NNO. Take precautions to avoid heat-related emergencies. Participants/attendees should stay hydrated by drinking plenty of fluids, and avoid drinking caffeine or alcohol. Wear loose-fitting, lightweight, light-colored clothing. Avoid wearing dark colors because they absorb the sun's rays. Also avoid extreme temperature changes. Always call 911 in the case of an emergency. **Rain.** Coordinators of indoor NNO events are encouraged to implement the "rain or shine" principle. For outdoor NNO events, a rainy forecast does not automatically cancel DPD's observance. In the event of rainy weather, DPD will post a notice on the home page of [www.durhampolice.com](http://www.durhampolice.com) by 3 p.m. with instructions. Also, the notice will be sent to the email addresses of registered coordinators who provided them. Coordinators may also call DPD's Public Affairs Office at 560-4322.

## DPD National Night Out Contacts

Public Affairs Manager [Wil Glenn](mailto:Willie.Glenn@durhamnc.gov)  
[Willie.Glenn@durhamnc.gov](mailto:Willie.Glenn@durhamnc.gov)  
560-4322, extension 29197

Senior Public Affairs Specialist [Kimberle Walker](mailto:Kimberle.Walker@durhamnc.gov)  
[Kimberle.Walker@durhamnc.gov](mailto:Kimberle.Walker@durhamnc.gov)  
560-4322 extension 29194

